

➤➤ *Appendix A*

Improvement Initiative Proposal:

Blank Form and Example

Agreements and Expectations:

The **team** (or individual) proposing to undertake the project will follow the processes and guidance established in the BUS Division P-D-C-A Handbook.

The **sponsor** of the project:

- supports full participation by each of the team members
- will seek to provide appropriate and reasonable resources to enable the success of the project
- supports the processes and guidance established in the BUS Division P-D-C-A Handbook and expects the team to follow them in undertaking the project
- will fulfill the role of sponsor as prescribed in the BUS Division P-D-C-A Handbook

<small>(circle one)</small> <i>Approved Disapproved Deferred</i>	Sponsor Signature/Date
Comments/Explanation (<i>use back of form if more room needed</i>)	

Example

Improvement Initiative Proposal Sheet

1. Date Submitted: 8/22/94

2. Name/Description of Initiative (*indicate process to be analyzed/improved, the reason for the initiative, and describe the customer information/data that supports the reason for the initiative*):

<i>Improve the usefulness of the procurement vendor database; Vendor data entry and maintenance process</i>
<i>Reason for the project: We have received 16 complaints from buyers and accounts payable people in the</i>
<i>past month about bad and duplicate information in the vendor database. Historically, we have had alot of similar</i>
<i>complaints</i>

3. Sponsor of the project: M. Payne

4. Team composition:

Name	Role (i.e. customer, supplier, works process, subject matter expert)	Organization
<i>Jane Buyer</i>	<i>Supplier/ Customer</i>	<i>Bus-5, Im 4</i>
<i>Fred Smith</i>	<i>works the process</i>	<i>Bus-7, DE</i>
<i>Sally Jones</i>	<i>Works the process/ Customer</i>	<i>Bus-1, Accts. Payable</i>
<i>Jim Carter</i>	<i>Customer</i>	<i>Bus-5, vendor relation</i>

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<p>(circle one)</p> <p>Approved Disapproved Deferred</p>	<p>Sponsor Signature/Date</p> <p><i>M. Payne</i></p>
<p>Comments/Explanation (use back of form if more room needed)</p> <p>- <i>Team will meet and work on project 2 hours per week. I will check in two months (approx. 1 1/1) to check on progress / need for support. Will decide on formal team review schedule at that time.</i></p> <p>- <i>Talked to supervisors of team members on 9/4 to coordinate their participation.</i></p>	